Hire Up Staffing Services

Make-Up Time Policy

The Company allows the use of make-up time when employees need time off to tend to personal obligations. The Company retains the discretion to decide whether make-up time will be permitted. When permitted, make-up time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Make-up time requests must be submitted in writing to your supervisor, with your signature, on the form provided by the Company. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion that the employee requests make-up time.

If you request time off which you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make-up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time **must** be worked in the **same workweek** as the time taken off. The Company’s seven-day workweek is Monday through Sunday. Employees may not work more than eleven (11) hours in a day or forty (40) hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee’s use of make-up time is completely voluntary. The Company does not encourage, discourage, or solicit the use of make-up time.

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| Employee Signature |  | Date |
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|  |  |  |
| Print Employee Name |  | Date |